



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
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Standard Operating Guidelines

SOG NO.: KP-1-0014
SOG TITLE: ATTENDANCE RECORDS
ADOPTION DATE: 01/92
REVISION DATE: 06/04
NO. OF PAGES: 2

Purpose: To establish procedures for recording attendance at fire calls.

Fire attendance shall not be recorded until the incident is terminated or upon permission from the Officer in Charge

When filling out the Attendance Log, each responding Officer/Firefighter shall record the level of his/her response using the following code:

- A. Apparatus designation
- Engine 47-2 = E2
 - Engine 47-1 = E1
 - Squad 47 = SQ
 - Tower 47 = T
 - Special Service 47 = SS
 - Traffic 47 = TR
 - Car 47 = C
 - Car 47-1 = C1
 - Field 47 = F
 - Rescue 47 = R

B. Position on apparatus

D = Driver

AP= Air pack

O = Officer

C. If Firefighter did not respond on a piece of apparatus:

STA = remained at station

SCENE = responded in private vehicle (Officers only)

Deliberate falsification of the Attendance log shall result in the immediate suspension from the Fire Company.